

**SECRET**

29 August 1969

MEMORANDUM FOR: Special Assistant, Document and Pictorial  
Service Division, CRS

SUBJECT : Intelligence Materials and Documents at Emergency  
Relocation Sites

1. Confirming our conversation of last week, I am stating hereunder some guidance on the placing of intelligence materials and documents at emergency relocation sites.

2. Such materials and documents should be selected and placed with full realization of the fact that, in the event threatened or actual enemy action were to precipitate deployment of the emergency forces to relocation sites, such materials would be the only documentary tools the emergency personnel would have to work with. This factor dictates the necessity for careful selection and for keeping them up to date at all times. Therefore, mechanisms should be established for the regularly scheduled withdrawal of obsolescent documents and the deposit of timely ones on a continuing basis.

3. I must emphasize that I can speak only as to the necessity for keeping such materials available at the emergency relocation sites constantly. The matter of the content and substantive nature of the materials is a command responsibility which can be exercised only by the heads of the organizational units which would use them, and by those elements vested with the mission of providing intelligence documentation throughout this Agency in time of emergency.

4. If at any time questions arise concerning the application of the foregoing principles to specific proposals or problems, I shall be available to render any assistance which you might require.

151

25X1

CIA Emergency Planning Officer

25X1 CIA-EPO

Distribution:

Orig. & 1 - Addressee

25X1 ✓ 1 -   
2 - CIA-EPO Chrono & Subject Files

**SECRET**